

## **Custodial Supervisor**

*Reports to: Director of Physical Plant*

### **Qualifications**

The Custodial Supervisor should have expertise in:

1. Current custodial techniques for commercial buildings.
2. Familiarity in heating, plumbing, and minor electrical.
3. Familiarity in painting, roofing, and carpentry.
4. Knowledge of the operations of school buildings.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

1. Oversee the care and cleanliness of school physical plant and grounds.
2. Assist in the maintenance of a safe, clean, and healthy school environment.
3. Oversee the cleanliness and daily operation of all buildings, grounds, and equipment using own expertise and in-house labor as much as possible.
4. Recommend purchase of custodial supplies and equipment.
5. Assist with in-house renovation projects.
6. Carry out preventive custodial and regular custodial programs as directed by the director of Physical Plant.
7. Advise the Director of Physical Plant of custodial concerns.
8. Report major equipment malfunctions to the Director of Physical Plant.
9. Execute specific projects as directed by the Director of Physical Plant or the Business Manager.
10. Assist in the establishment of energy conservation programs and institute energy conservation measures where feasible.

Custodial Supervisor (cont.)

11. Assume responsibility for testing/monitoring security, alarms, and heating and cooling systems.
12. Assist the Director of Physical Plant in providing an inventory of all maintenance supplies and equipment.
13. Periodically inspect building structure, maintenance of roofs, exterior walls, doors, windows, ceiling, floors, etc.
14. Supervise, direct, and train all custodial staff for maximum production with specific emphasis on evening staff.
15. Recommend appointments and staff changes in consultation with the Director of Physical Plant.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

### **Evaluation of Performance and Employment**

The evaluation of performance and recommendation for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

### **Type of Position**

12 months, Non-exempt

**Job Description**  
Support Staff

Custodial Supervisor (cont.)

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.